

**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Office of Administrative Services Facilities and Transportation Division Atlanta, Georgia 30334	Application Number	82-92
Application Number			Date Received MAY 6 1982	Date Completed MAY 19 1982
2. Person to Contact Beverly Drake		Working Title Principal Secretary	Telephone Number 656-2440	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1975 Latest Present		5. Records Series Title (followed by title used in office, if different) Facilities and Transportation Division School System Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Facilities and Transportation Division is responsible for determining facility and transportation needs of the 187 school systems and for securing adequate financial support to satisfy these needs. The Division assists local school systems with the development of local facility plans and with the development of school bus transportation routes. It provides for the equitable distribution of state capital outlay funds and the distribution of state funds necessary to transport students to and from school. These services are provided through the Division Director, a Facilities Section staff of 13 and a Pupil Transportation Section staff of 9.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: assisting local school systems by providing information and responses to requests concerning facility and pupil transportation laws, policies, regulations, entitlements, and appropriations. Included are: copies of correspondence between local school systems and Division, between the Facilities Section and Pupil Transportation Section personnel and local school systems, and between the Division and other DOE divisions and offices; copies of contracts between local school systems; local board of education resolutions relating to facilities and transportation; etc. File is arranged: alphabetically by school systems; chronologically by most recent five-year fiscal year period.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed for 10 years to assist LEAs concerning facilities and transportation needs.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 5 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	5/4/82	<i>Walton L. Baumgardner</i>	5/4/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		Date	
		<i>State Auditor/Designee</i>	5-18-82
		<i>Secretary of State/Designee</i>	5-17-82
		<i>Attorney General/Designee</i>	5-17-82